

CHAPTER 19

SIGHT CONSERVATION

1. Purpose. To promulgate procedures for establishing a sight conservation program and for the procurement of refractive services and corrective protective eyewear for employees working in eye hazardous operations/locations at the Naval Air Engineering Station Lakehurst (NAES).

2. Background

a. The wearing of eye protection is mandatory for all military and civilian employees at NAES Lakehurst engaged in eye hazardous operations. Examples of such operations include pouring or handling molten metals or corrosive liquids and solids, cutting, welding, drilling, milling, chipping and other dust producing operations. A list of hazardous locations/operations is included as Exhibit 19A.

b. Any person in the vicinity of such operations including other workers, supervisors or visitors, shall also be required to wear protective eye equipment. Personnel working in eye hazardous areas/operations shall be provided eye protection at Government expense.

3. Screening. All personnel exposed to eye hazardous processed shall be entered into the Occupational Safety and Health (OSH) Medical Surveillance Program and receive a sight screening examination as part of their regular examination by the Naval Medical Branch Clinic Lakehurst (BRMEDCLINIC).

4. Eye and Face Protection

a. All protective eyewear shall meet the design construction and testing requirements of American National Standards Institute (ANSI) Z87.1-1989. Safety glasses, shields, lenses and frames shall be marked with the manufacturer's symbol to indicate compliance.

(1) Prescription Eyewear. Employees working in designated eye hazardous areas/operations are authorized to purchase safety eyewear and refractive services, then request reimbursement up to a maximum of \$150 (combined exam and glasses) biennially. Exhibit 19B outlines the guidelines and procedures for procurement and reimbursement.

(a) Requests for the following will be evaluated on a case-by-case basis and must be approved by the OSH Office, prior to purchase.

1. Safety eyewear/examination less than two years from previous issue.

2. Special considerations for reimbursements exceeding the maximum allowance.

3. Special consideration for reimbursement for employees not normally exposed to eye hazardous operations.

(b) Non-prescription Eyewear. Adequate amounts of safety glasses, goggles, face shields or specialty items such as welding shields or goggles shall be stocked by all departments and made available to supervisors, employees and visitors entering eye hazardous locations.

(c) Contact Lenses. Contact lenses shall not be worn by employees engaged in eye hazardous work, areas or processes.

5. Special Precautions for Visually Impaired Employees. Employees who have visual impairment (20/200 or worse corrected) shall not be assigned duties which would present a hazard to the remaining eye. In addition, such employees shall wear protective eyewear at all times regardless of occupation or work station.

6. Emergency Eyewash Facilities. Emergency eyewash facilities shall be provided in all areas where the eyes of any employee may be exposed to corrosive materials. All emergency facilities shall be located where they are easily accessible and no further than 100 feet or 10 seconds from the hazard. Plumbed eyewash units shall be activated weekly, for a minimum of 3 minutes, to flush the line and to verify proper operation. Pressurized and non-pressurized self-contained eyewash units shall be serviced quarterly or per the manufacturer's recommendations, whichever is less. A written, dated and signed maintenance record shall be maintained for each eyewash.

7. Responsibilities

a. The OSH Office shall:

(1) Act as the point of contact and monitor for the overall sight conservation program.

(2) Provide employees in sight conservation program and their supervisors annual training on the need for, and the use of, protective eyewear.

(3) Evaluate and approve/disapprove all requests for additions, deletions and changes to the designated eye-hazardous areas/operations when required.

(4) Provide advisory assistance to department heads/supervisors for problems related to the program or selection of appropriate protective devices particularly those designated as "special hazards."

(5) Budget funds for procurement of refractive services and protective eyewear in the Public Safety Department budget and process approved requests for reimbursement.

b. Comptroller Department shall process reimbursement requests as promptly as possible to preclude any unnecessary delays in repayment to the employee.

c. Department Heads shall:

(1) Inform employees of eye-protection requirements and procedures for procurement.

(2) Provide NAES 5100/4, Safety Eyewear Issue/Reissue Authorization form to employees for submission.

(3) Ensure all personnel (visitors, temporaries and employees) utilize eye-protective devices while in designated eye-hazardous areas/operations.

d. Supervisors shall:

(1) Review employees' NAES 5100/4, Requests for Safety Eyewear for and forward appropriate documents to Finicial Management, via the OSH Office, for reimbursement.

(2) Maintain records/files and monitor requests for safety eyewear as required, ensuring the system is not being abused.

(3) Ensure the wearing of appropriate eye protection in designated areas/operations.

e. All Military and Civilian Personnel shall:

(1) Wear appropriate eye protection as required in eye-hazardous areas/operations.

(2) Take appropriate care of eyewear in their possession. Each employee will be responsible for the replacement of eyewear that is lost or stolen.

(3) Ensure the supplier verified that the eyewear purchased conforms to ANSI Standard Z87.1-1989.

NOTE: New employees are required to have in their possession appropriate eye protection prior to being assigned in eye-hazardous areas/operations.

8. FORMS. NAES 5100/4 (Rev) (Exhibit 19C-1), Request for Safety Eyewear can be obtained from Public Safety Department, Building 5. SF 1164, Claim For

SAF-TM-5100

Reimbursement For Expenditures on Official Business (Exhibit 19D-1), is available through Department Administrative Offices.